

Helpful Instructions for Quarterly Narrative Reporting

How to answer question number one and two.

- 1. To answer question one start by typing your first objective. Then address the progress in the first objective. Not only should you give the task that was accomplished, but state how it was performed. Give quantitative data showing the increases/decreases or give comparisons from last year to this year. At this time you can address question number two - the obstacles or concerns you had with the related objective.**
- 2. Start again by typing the 2nd objective. Then address the progress in the 2nd objective. Do the same as you did above in number 1. Give the task that was accomplished and how it was performed, give data showing the increases/decreases or give comparisons from last year to this year. Next address question two – obstacles/concerns relating to the same objective. Then continue on to your 3rd objective doing the same as above and so on.**

By doing this it will not only help you determine if there has been progress made, but identify any adjustments needed to achieve progress in your objectives. This also helps eliminate the guessing of what objectives you are reporting on, how they were met, and if there were any obstacles/concerns relating to those objectives.